

# **TITLE 50 DEPARTMENT OF LOCAL GOVERNMENT FINANCE**

LSA Document #12-658(E)

## **DIGEST**

Temporarily amends 50 IAC 15-3-7 concerning courses offered for Level Three assessor-appraiser certification. Statutory authority: IC 6-1.1-35.5-4.5. Effective when filed.

**SECTION 1. (a) This SECTION supersedes 50 IAC 15-3-7.**

**(b) In order to be certified as a Level Three assessor-appraiser, an individual must do the following:**

**(1) Attain certification as a Level Two assessor-appraiser under 50 IAC 15-3-3.**

**(2) Successfully complete the following core curriculum:**

**(A) International Association of Assessing Officers (IAAO) Course 101, Fundamentals of Real Property Appraisal, or an equivalent course approved by the Department.**

**(B) IAAO Course 102, Income Approach to Value, or an equivalent course approved by the Department.**

**(C) IAAO Course 300, Fundamentals of Mass Appraisal, or an equivalent course approved by the Department.**

**(D) IAAO Course 400, Assessment Administration, or an equivalent course approved by the Department.**

**(E) The Appraisal Foundation, Uniform Standards of Professional Appraisal Practice Workshop 151: Uniform Standards of Appraisal Practice.**

**(3) Complete the continuing education requirements specified in 50 IAC 15-3-8.**

**(c) “Course sponsor” means a nationally recognized assessing organization, postsecondary educational institution, or other education delivery organization approved by the Department under this section to offer courses approved by the Department for Level Three assessor-appraiser certification.**

**(d) To be approved by the Department as an approved course sponsor, a potential course sponsor must demonstrate that it will provide the following:**

**(1) Faculty consisting of instructors certified as Level Three assessor-appraisers or who can provide documentation of comparable professional certification or designation.**

**(2) One or more of the courses listed in subsection (b)(2)(A) through (b)(2)(E).**

**(e) In order to demonstrate that it meets the requirements of subsection (d), a potential course sponsor must submit the following to the Department on an application prescribed by the Department:**

**(1) The name and contact information of the potential course sponsor.**

**(2) A brief description and schedule of all planned courses for which the course sponsor is seeking approval.**

**(3) Written policies on the following:**

**(A) Attendance.**

- (B) Cancellations.**
- (C) Refunds.**
- (D) Inclement weather.**
- (E) Insufficient enrollment.**
- (F) Failure of an instructor to preside over class sessions.**
- (G) Timely grading of final examination and notification of results.**
- (4) A brief description of the potential course sponsor's capability to develop and deliver consistent, quality education and the commitment to continuous improvement and excellence in education.**
- (5) Documentation showing that the potential course sponsor has or will have faculty consisting of individuals certified as Level Three assessor-appraisers. The Department will make a determination on the application and will inform the sponsor in writing of the approval or disapproval of course sponsorship and the reason(s) therefore.**
- (f) The Department may approve a course that is the equivalent of an IAAO course listed in subsection (b)(2)(A) through (b)(2)(D) or the Appraisal Foundation course listed in (b)(2)(E). A course may be determined by the Department to be such an equivalent upon a showing that the course contains the following:**
  - (A) Instruction on one of the following subjects:**
    - (i) Fundamentals of real property appraisal.**
    - (ii) Income approach to value.**
    - (iii) Fundamentals of mass appraisal.**
    - (iv) Assessment administration.**
    - (v) Uniform Standards of Professional Appraisal Practice**
  - (B) Substantially similar topic coverage.**
  - (C) Substantially similar learning objectives that:**
    - (i) conform to the learning objectives achieved by the IAAO in the courses enumerated in subsection (b)(2)(A) through (b)(2)(D) or by the Appraisal Foundation in the course enumerated in subsection (b)(2)(E);**
    - (ii) clearly state the specific knowledge and skills students are expected to acquire by completing the course;**
    - (iii) are consistent with the course description;**
    - (iv) are consistent with the instructional materials; and**
    - (v) are reasonably achievable within the number of classroom hours allotted for the course.**
  - (D) Substantially similar student and instructor materials that:**
    - (i) cover the subject matter in sufficient depth to achieve the learning objectives of the course;**
    - (ii) provide appropriately balanced coverage of the subject matter in view of the stated course learning objectives; and**
    - (iii) reflect current knowledge and practice.**
  - (E) Substantially similar testing given at the end of the course that is closed book, proctored, and evaluates the students on the cumulative material covered in the course.**

**(g) To obtain approval for a course under subsection (f), the course sponsor shall provide to the Department the following at least one hundred eighty (180) days prior to the first scheduled class session:**

**(1) An application on a form prescribed by the Department. The application shall contain the following information:**

**(A) The course title.**

**(B) The name and contact information of the course sponsor.**

**(C) The date or dates upon which the course shall begin and end.**

**(D) Number of credit hours offered, including hours for taking the final examination.**

**(E) The manner of course presentation.**

**(F) A statement that this course is equivalent to one of the courses enumerated in subsection (b)(2)(A) through (b)(2)(E).**

**(2) The following supporting documentation:**

**(A) A sample of the final examination and answer key.**

**(B) A course outline that accounts for the general flow and recommended time spent on topics contained within the course.**

**(C) A course description clearly describing the content and specific learning objectives of the course.**

**(E) A document certifying satisfactory completion that shall be issued to each student upon taking and passing the final examination of the course.**

**The Department will make a determination on the application and will inform the course sponsor in writing of the approval or disapproval of the course and the reasons therefore.**

**(h) The Department may withdraw approval of a course sponsor upon a finding by the Department that an approved course is no longer an equivalent course.**

**SECTION 2. This document expires January 1, 2014.**